

CHAPTER 1 - GENERAL ADMINISTRATION

ARTICLE 3 — STANDING COMMITTEES

Revised January 24, 2011

11030.1 Policy

Standing committees are established by the Secretary as necessary, to facilitate the accomplishment of departmental goals and objectives.

11030.2 Purpose

This Article describes the standing committees that have been authorized by the Secretary.

11030.3 Agency Security Technology Transfer Committee

Agency Security Technology Transfer Committee (ASTTC) shall coordinate and guide the CDCR in the adaptation of existing and new technology to solve problems and improve institutional security, operation, and management.

11030.3.1 Responsibility

The ASTTC shall:

- Serve as a forum for the presentation of potential technological applications.
- Make recommendations to the Secretary on potential technological applications.
- Assure widespread dissemination throughout CDCR of information regarding new technological developments.
- Recommend standards and specifications for use in purchasing equipment items and systems, incorporating technology to facilitate institutional custody, security, and control.

11030.3.2 Equipment Purchases

Review of equipment requests:

- All requests for the budgeting and/or acquisition of new equipment items relating to perimeter security systems; contraband detection systems; personal alarms; and equipment items and systems incorporating technology to facilitate institutional custody, security, and control shall be referred to the CDCR's ASTTC for review. Final approval will be required by ASTTC and the Secretary.
- Each Warden is responsible to ensure that requests for approval to purchase new technology are submitted to the Chairman of ASTTC. This will result in a process that ensures standardization at CDCR institutions. No purchases or commitments to purchase shall take place until clearance is received by the Committee Chair of ASTTC.

11030.3.3 Membership

The ASTTC is comprised of the following staff:

Mandatory Participants

- Committee Chair: Director, Planning, Acquisition, and Design.
- Deputy Director, Facility Planning, Construction, and Management (will serve as Committee Chair in the Director's absence).
- One Associate Director (AD), Division of Adult Institutions,(DAI).
- Five Field Wardens, DAI.
- One Field Superintendant, Department Juvenile Justice(DJJ).
- Office of Correctional Safety.
- Deputy Director, Division of Adult Parole Operations.
- Executive Officer, Technology Management Unit: staff person to the Committee.

Discretionary Participants

- Division of Facility Management (Telecom Maintenance).
- Office of Training and Professional Development.

- Office of Fiscal Services.
- Enterprise Information Systems.
- Office of Adult Programs.

All Warden's Regional Parole Administrators, and others are encouraged to attend and provide input at all ASTTC meetings and on all issues raised.

Non-agency Nonvoting Members

Non-agency nonvoting members include, but are not limited to, representatives from:

- Department of Justice (DOJ).
- Department of General Services (DGS).
- Federal Bureau of Prisons (FBP).
- California Highway Patrol (CHP).
- Sandia National Laboratories.
- National Law Enforcement and Corrections Technology Center.

Appointments

Appointments to the ASTTC shall be made through the Committee Chair with final approval by the Secretary of CDCR.

11030.3.4 Meetings

The ASTTC will meet quarterly or on an as needed basis. Attendance at scheduled meetings is mandatory; however, an alternate for each member is allowed at the Captain level or above, and Associate Directors may rotate their attendance at the committee meetings.

11030.4 Victims Advisory Committee

Victims Advisory Committee (VAC) provides information and expertise to the Secretary and CDCR concerning the following issues:

- Victim notification.
- Victim restitution.
- Victim allocation.

11030.4.1 Membership

The VAC shall consist of 15 to 20 members appointed by the Secretary for an indeterminate period. They shall be a cross-section of staff from headquarters, facilities, and paroles.

The chairperson shall be elected by the membership.

11030.4.2 Meetings

Meetings shall be held annually.

11030.5 Career Technical Education Act Advisory Council

This is an advisory council on career-technical education and the council's general purpose is to advise CDCR on the programmatic use of the Federal Career-Technical Education Act (CTEA) funds and to advise on the development of strategies for securing employment for vocationally trained inmates.

11030.5.1 Responsibility

The council shall meet with appropriate departmental staff on a continuing and formal basis at least twice a year, to advise, analyze, and recommend policies, programs, and distribution of all CTEA funds to CDCR facilities.

- They shall emphasize career-technical education programs that involve business and labor organizations who employ ex-felons in the counties of the patrolling offenders.

11030.5.2 Membership

The Superintendent shall appoint 8 members and they shall serve at the Superintendent's pleasure.

The membership shall be governed by the committee's by laws as well as GC 1770.

- The chairperson and vice-chairperson shall be elected by the membership by a nomination committee.

11030.5.3 Meetings

The council shall meet a minimum of two times each year and all meetings shall be open to the public.

A special meeting can be called by the chairperson or upon written request of a quorum of the council members.

Fifty percent of the membership plus one member shall constitute a quorum.

11030.6 Advisory Committee on Correctional Education

The Advisory Committee on Correctional Education shall advise the Director on the following areas of departmental education:

- Educational program policy and planning.
- Program operations.
- Curriculum development.
- Staff training.
- Program evaluation.

The committee shall have statutory responsibility under the Education Code (Ed.C) 32500.

11030.6.1 Membership

The membership shall be appointed by the Director, and include a representative from the Chancellors of the California State University and Colleges, the Chancellor of the California Community Colleges, and the Superintendent of Public Instruction.

They shall serve until replaced.

- There shall be one representative from the California Postsecondary Education Commission and two instructors from a prison based education program.

11030.6.2 Subcommittees

There shall be subcommittees made up from the Advisory Committee and they shall be appointed to address specific issues in the following areas or as needed:

- Program policy and program planning.
- Program operations.
- Curriculum philosophy and strategy.
- Program evaluation.

11030.6.3 Meetings

The committee shall meet on a bi-monthly basis or at the call of the chairperson.

11030.7 Chaplains Coordinating Committee

The committee shall advise CDCR on the formation of religious policy, interpretation of religious procedures, the conduct of the religious programs in the institutions and on IST for the chaplains.

11030.7.1 Responsibility

The committee has the following responsibilities:

- Coordinating and conducting program reviews of the institutional religious programs every three years for each institution.
- Be available to staff chaplains, volunteer community clergy, and religious representatives for pastoral care.
- Coordinating the annual Chaplains' training conference.

11030.7.2 Membership

The membership shall be selected from nominations provided by each faith group (Protestant, Catholic, Muslim, Native American, and Jewish). The Chaplain selected shall be approved by the Warden of his/her institution. The size of the committee shall be determined by the Director of Adult Institutions and each member shall serve for a term of three years.

Individuals can serve multiple terms if re-elected by the respective faith group. The membership shall include at least one staff chaplain from each of the religious faith groups employed by CDCR and one volunteer representative from the community from each faith group that provides services to a facility.

The chairperson shall be appointed by the committee's faith group representatives.

11030.7.3 Meetings

The committee shall meet on a quarterly basis at a designated facility.

11030.8 State Advisory Committee on Institutional Religion

The State Advisory Committee on Institutional Religion serves to advise the Directors of Juvenile Justice, CDCR, DMH, and Veterans Affairs on the religious programs of the correctional schools, prisons, and mental hospitals.

11030.8.1 Responsibility

The committee has the responsibility of advising the Directors on such policy matters as chaplaincy, personnel, religious records, operating supplies, buildings, places for worship, selection, recruitment, and training of chaplains, and the standards for chaplaincy work in the several types of facilities.

11030.8.2 Contact/Attendance by Departmental Staff

Official contacts with this committee are made through the Community Resources Manager, Division of Adult Institutions, who shall serve as the departmental liaison to the committee.

The Director of Adult Institutions may also designate a member of the Chaplains Coordinating Committee or a staff chaplain to attend the meetings of this committee.

11030.9 Disability Advisory Committee

The Disability Advisory Committee (DAC) shall provide advice and assistance to the Secretary, California Department of Corrections and Rehabilitation (CDCR), and Assistant Secretary, Office of Civil Rights (OCR), on disability issues, such as:

- Developing and maintaining Equal Employment Opportunity programs and activities for persons with disabilities.
- Making recommendations to improve the personnel practices and employment opportunities for persons with disabilities.
- Establishing contact with groups and organizations that are concerned with achieving equitable representation and utilization of persons with disabilities in the CDCR work force.
- Monitoring of disability issues identified by the committee, including but not limited to reasonable accommodation and accessibility, to ensure that necessary actions occur within reasonable time frames.
- Assisting the Department in complying with the Americans with Disabilities Act and other related statutes.

11030.9.1 Membership

The DAC shall consist of volunteers to be selected by OCR with input from current members. Every effort will be made to ensure geographic and program representation.

11030.9.2 Meetings

The DAC shall meet as called by the DAC Chairperson, and at least annually with OCR.

11030.9.3 Resources

Members of the DAC shall be primarily involved with the duties and responsibilities of their specific assignments; local administrators shall make the necessary arrangements to allow members reasonable time to perform committee activities.

11030.10 Information Technology Governance Committee

Enterprise Information Technology (IT) Governance provides a framework for making decisions involving effective, efficient, and acceptable use of IT while ensuring organizational resources are targeted to deliver maximum business value. Enterprise IT Governance implies a process in which all stakeholders have clear accountability for their respective responsibilities in making decisions affecting IT. The ultimate decision making body in the Enterprise IT Governance structure is the CDCR IT Executive Council (CDCR Cabinet). The mission of the Council is to ensure that IT produces and supports solutions in direct alignment with the Agency's strategic direction while moving toward its Vision. Policy specific to Enterprise IT Governance is located in DOM Chapter 4, Information Technology.

11030.11 Revisions

The Secretary, Office of the Secretary, or designee is responsible for ensuring that the contents of this Article are kept current and accurate.

11030.12 References

GC § 1770.

EC § 32500.

Inmate Apprenticeship Training Law of 1984.